



**Town of North Hempstead
Department of Building Safety, Inspection & Enforcement**

210 Plandome Road, Manhasset, NY 11030 · tel. 516-869-6311 · fax 516-869-7662

Central HVAC Units - Required Permit Documentation

- **Minimum Required Information on Plumbing Permit Application Forms:**
 - Front:
 - Owners Information.
 - Address of property.
 - Description of work to be performed or legalized.
 - Original signature and notarization of property owner.
 - Original signature and notarization of contractor. This is not required for legalizations.
 - Back:
 - Number of HVAC units.
 - Estimated cost of the installation of the ductwork.
- **Additional Required documentation:**
 - Two (2) copies of a site plan/survey of property indicating the location of the HVAC units.
 - Indicate distance of every unit to the property line(s).
 - Indicate distance of unit from the dwelling.
 - If the application is to legalize HVAC Units, you must submit an Original Electrical Underwriter's Certificate which includes all HVAC units being legalized.
 - Fees will be based on the number of units. Fees will be doubled if they are being legalized.

**ALL HVAC UNITS MUST BE LOCATED NO GREATER THAN 3 FEET
FROM THE DWELLING THAT THEY SERVICE.**

HVAC UNITS WITHOUT SCREENING:

HVAC UNITS MAY BE LOCATED ONLY IN THE SIDE OR REAR YARD.

HVAC UNITS MUST HAVE A MINIMUM 5 FOOT SIDE AND REAR PROPERTY LINE SETBACK.

HVAC UNITS WITH EVERGREEN SCREENING:

**HVAC UNITS MAY ALSO BE LOCATED WITHIN THE FRONT YARD WITH A MINIMUM FRONT YARD
SETBACK OF 5 FEET LESS THAN THE REQUIRED SETBACK OF THE ZONING DISTRICT:**

(RES-A & RES-AA: 30 FEET, RES-B: 25 FEET, RES-C: 20 FEET)

HVAC UNITS IN THE SIDE AND REAR YARD MAY HAVE A PROPERTY LINE SETBACK OF 3 FEET.

**AN ORIGINAL ELECTRICAL INSPECTION CERTIFICATE WILL BE
REQUIRED UPON COMPLETION OF HVAC UNIT INSTALLATION.**

